

WAREHOUSE WORKING FOREMAN ROLE

Role Summary

The Warehouse Working Foreman Role consists of one grade level (Blue Collar 12). Incumbent performs supervisory duties in addition to floor boss /warehouse worker duties. Primary contacts are with the division administrator, liquor accountant, liquor distribution specialists, warehouse workers, vendors, and related contract service employees.

Working Conditions

The demands of this position routinely include meeting critical deadlines and managing a heavy workload. Requires the physical ability to lift and carry 90 pound pallets and 60 pound boxes continuously, work in uncomfortable physical positions, and stand on hard surfaces; and working with and around moving equipment and hand tools. Safety issues involve continuous care to prevent injury to others due to the inherent hazards of the work.

Education and Experience

- Blue Collar Grade 12: competencies and degrees of proficiency are typically acquired through a combination of education and experience equivalent to graduation from high school or GED certificate and 3 years of experience in warehouse and shipping, merchandise handling, equipment operations, including one year of supervisory experience. Other combinations of skill and ability will be considered on an individual basis.

Department Core Competencies

In addition to the role specific competencies, there are four, department core competencies that all employees are expected to successfully achieve. These are:

- *Interpersonal Skills:* Builds constructive and effective relationships with internal and external customers and is committed to meeting customer needs in a timely and accurate manner. Listens actively and attentively and demonstrates an appreciation of other perspectives. Builds the appropriate rapport required to do business. Openly demonstrates an understanding of and respect for the value of co-workers' contributions to the department mission.
- *Decision-Making and Accountability:* Considers the department's vision, mission, and values in making decisions and taking actions. Identifies and considers possible alternatives before making decisions. Bases decisions on achieving desired outcomes pursuant to the departmental business plan or management direction. Uses a combination of analysis, experience, and sound judgment that results in fairness and consistency, while being accountable for actions. When serious ethical issues are at stake, takes all necessary actions.
- *Commitment to Continuous Improvement:* Ability and willingness to continually seek greater efficiency in agency programs, is results driven, and meets changing requirements in work or direction. Adapts to changing conditions and work responsibilities. Accepts constructive criticism and suggestions and uses them to improve performance.
- *Personal and Work Ethics:* Creates own measures of excellence, and practices what he/she promotes. Sets goals that provide challenges and measures goal attainment regularly. Displays a contagious optimism about the work to be done. Goes beyond traditional ways to

address issues despite obstacles or resistance. Is able to generate ideas, fresh perspectives, and original approaches and engages in open-minded thinking. Employs strategies to promote ideas and proposals to increase probability of acceptance. Mentors others to improve the performance necessary to achieve success. Reflects a belief that the results achieved are a direct result of his/her personal decisions and actions.

Grade Levels

Each grade level lists the essential duties that describe work performed 50 percent or more of the time (predominant work). Established work plans identify day-to-day tasks.

Blue Collar Grade 12

Predominant / Essential Duties

- Supervise, plan, and assign personnel to unload incoming trucks.
- Assign personnel to work on special projects.
- Respond to notification of a security breach. Meet security personnel at the warehouse and remain at the warehouse until the breach is secured or determined not be a threat to the security of the inventory.
- Assign duties to other personnel when extra help is needed to maintain receiving and shipping schedules and requirements.
- Open and close the warehouse on the schedule established by management and for this purpose maintain and secure keys to the warehouse storage area.
- Maintain control of the operation of the warehouse and crew.
- Repack damaged cases and assign personnel to assist while assuring that both receiving and shipping schedules and requirements are being met.
- Monitor employee compliance with all department policies and procedures.
- Conduct performance appraisals.
- Approve leave requests and time slips.
- Evaluate competencies of warehouse personnel and recommend training accordingly.
- Knowledge and understanding of the collective bargaining agreement.
- Chair recruitment and selection committees for warehouse positions.
- Monitor, and is accountable for, the employee safety program.
- Continually monitor warehouse operations for unsafe working conditions or practices.
- Responsible for scheduling and conducting preventative maintenance programs for the systematic care, servicing, and inspection of equipment to insure safety.
- Determine need and provide safety equipment to personnel and ensure proper usage.
- Review all accident reports involving warehouse personnel.
- Enter bill of lading on the computerized inventory system.
- Oversee warehouse maintenance.
- Coordinate shipments with freight companies.
- Assist accountant when processing breakage and short fills of orders.
- Maintain physical inventory and completion of orders.
- Write credit and adjustments from stores and shipping companies.
- Line out and ready shipping floor for orders to be shipped.
- Line out crew to the area they will be working in for that morning or day.
- Move warehouse workers as needed throughout the day.
- Replenish warehouse picking floor and racks.
- Load and unload trucks.

- Assemble orders from a picking list from a rolling rack packaging individual bottles for shipment to the liquor stores.
- Clean and reassemble broken and short fill cases to be credited or debited to the inventory.
- Assemble orders from a picking list on a 40 x 48 pallet.
- Operate an electric pallet truck.
- Operate electric order selector.
- Sweep floor and take out garbage.
- Operate electric forklift when needed.

Competencies and Degrees of Proficiency

The Competency/Proficiency Chart identifies the role specific competencies, degrees of proficiency, and guidance required for each grade level. Role specific competencies describe the knowledge, skills, and abilities required to perform the essential duties. The degrees of proficiency indicate the difficulty and/or complexity level of the tasks and assignments.

Competency/Proficiency Chart – Working Warehouse Foreman Role

Competencies	Blue Collar Grade 12 Independently
Proactively focus efforts and energy on successfully attaining goals and objectives, assuming accountability for decisions, actions, and results. Follow issues through to completion.	C
Demonstrated skill and ability to stock, move, arrange, and rotate warehouse items in accordance with standard operating procedures.	C
Demonstrated skill and ability of warehouse documentation requirements, methods, procedures, and techniques.	D
Demonstrated knowledge and skill related to safe handling, storage, and movement of materials handled.	D
Demonstrated ability to prepare and complete forms related to stock description, quantity, and labeling for incoming and outgoing supplies, materials, or equipment.	C
Demonstrated skill and ability to operate manual dollies, manual platform lifts, pallet jacks, hand trucks, and hand tools used in warehouse operations.	C
Demonstrated skill and ability to identify obvious damage of equipment and materials through visual inspection.	D
Demonstrated knowledge of inventory control.	D
Demonstrated self-motivation and ability to work effectively with little or no guidance.	D
Demonstrated skill and ability to work with internal and external customers.	D
Demonstrated knowledge of team concepts and practices.	C
Demonstrated knowledge of leadership skills.	D
Demonstrated ability to manage time effectively.	D
Demonstrated ability to mentor team members.	D
Demonstrated ability to work with others in a positive manner.	D
Demonstrated knowledge of concepts and practices of personnel management and supervision.	C
Demonstrated knowledge and skill of word processing, spreadsheet, database, and software applications/programs relative to the role.	B
Demonstrated ability to provide timely and effective written, oral, and interpersonal communication.	B

Degree of Proficiency

A: A degree of knowledge, skill, or ability commensurate with elementary-level tasks and assignments.

B: A degree of knowledge, skill, or ability commensurate with intermediate-level tasks and assignments.

C: A degree of knowledge, skill, or ability commensurate with advanced-level tasks and assignments.

D: An advanced degree of knowledge, skill, or ability commensurate with considerable experience and the application of the competency to non-standard tasks and assignments.

E: The most advanced degree of knowledge, skill, or ability, evidencing complete mastery and understanding of the subject.